

Request for Use of Public Meeting Space

Published on City of West Linn Oregon Official Website (<http://westlinnoregon.gov>)

Request for Use of Public Meeting Space

MicrositeCity Manager

Images**Primary Image Placement:** Left

Please complete this form to reserve meeting space in City Hall. Address: * Please enter the address of your organization or the address of the individual requesting the room.

Date requested?: *

Year200920102011201220132014201520162017201820192020202120222023202420252026202720282029203020312032203320342035203620372038203920402041204220432044204520462047204820492050

MonthJanFebMarAprMayJunJulAugSepOctNovDec

Day12345678910111213141516171819202122232425262728293031

Describe Room Use Activity: * Please describe the activity or meeting purpose for which the room will be used.

Email: *

Group Designee/Contact: * Please enter the name of a person responsible in your organization for the room reservation.

Hold Harmless Agreement: * Agree

Disagree

I have read and understand the rules and policies as set forth by the City of West Linn regarding use of meeting rooms. I further attest that I will be personally responsible for repair of damage to equipment, the facilities, grounds or for replacement of stolen equipment while occupying the premises. It is understood and agreed that the City, its Mayor and Council, Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss or expenses, including attorney's fees, arising out of or resulting from the use of this facility.

Is this a recurring request?: * No

Yes - monthly

Yes - bi-monthly

Yes - quarterly

Please indicate if this request is for more than one date.

Name of Organization: * Please enter the name of your organization or the name of the individual requesting the room.

Number of people expected to attend?: * Please enter the number of people expected to attend.

Phone Number: * Please enter the phone number of your organization or the phone number of the individual requesting the room.

Special Requests/Additional Information: Please indicate any special requests or needs for your meeting.

Time requested?: * hour123456789101112

:

minute000102030405060708091011121314151617181920212223242526272829303132333435363738394041424344454647484950515253545556575859

am

pm

Which meeting room?: * Bolton

Council Chambers

Rosemont Summit

Please select your meeting room.

- [City Manager](#)

Source URL (retrieved on 2010-05-27 21:21):

<http://westlinnoregon.gov/citymanager/request-use-public-meeting-space>

Request for Use of Public Meeting Space

Published on City of West Linn Oregon Official Website (<http://westlinnoregon.gov>)
